

Type specifications for:
KOOMEY/Turning Numbers into Knowledgee
Analytics Press (designer: Sandy Drooker, August 2000)

FONTS ARE SABON AND GILL SANS. SET SABON ON THE TIGHT SIDE (SEE DESIGN LAYOUTS). USE MODERN FIGURES AND LIGATURES THROUGHOUT.

PAGING

Trim: 7 x 10 inches	Type page: 33 x 53p6 picas Text area: 30 x 48 picas Pages need NOT bottom out or align!
Margins:	Head: 4p3 picas to baseline of runninghead Allow 3 picas B/B between runninghead and first text line Gutter: 6 picas
RH runninghead FO folio	centered overall on text width. 12 pt. Gill San Light small caps w/10 track followed by en#, 10 pt. bullet, en#, and 12 pt. Gill Sans Light page number w/10 track.
DF drop folio	12 pt. Gill Sans Light w/10 track centered on text width, baseline fixed 3 picas above bottom trim.

DISPLAY (all display heads—FMH/BMH. PN/PT, CN/CT—are positioned in black or screened black rectangles. See layouts fore specifics)

PN part number CN chapter number	words "PART" or "CHAPTER" in 10 pt. Gill San Bold Caps w/10track, centered 3-1/2 picas below top trim. Part or Chapter numbers are 40 pt. Gill San Light centered 7p4 picas from top trim to baseline. PNs drop out to white. CNs print black. (Introduction and Conclusion are exceptions.)
PT part title CT chapter title	14/22 Gill San Bold Caps w/25track, centered on text width. First PT/CT line sinks 12 picas below top trim to baseline. PTs print black. CTs drop out to white.
CEP chapter epigraph	14/18 Gill San Light Italic Clc x 30 pi. First CEP line is 4 pi B/B below "title box."
CEP/SN epigraph source	(CEP/SN can run-in with CEP if entire CEP/SN will fit—otherwise break to new line.) 14 pt.GSL en# followed by 14pt.GSL em-dash, followed by 14 pt. word space and source in 10 pt. Gill San Bold Caps w/25 track. If source can't run-in w/CEP it's flush right on text width, 18 pts. B/B below CEP.
Rule	6 pt. rule x 30 pica line length, screened 35% black, positioned 18 pt.s below CEP/SN. Positioned 18 pts. above ECQ (see p. 2 of specs)
FMH frontmatter head BMH backmatter head	same specs as CT

DISPLAY *continued*

CO/TX chapter opening text	chapter opening text opens flush left with 40 pt. Gill San Light Initial Cap. First CO/TX baseline aligns with first text line following minimum 4 pica B/B space after "title box", and following minimum 3 pica space after CEP/Rule.
AL autograph line	11/16 name in Gill San Light Clc, affiliation in Sabon Clc. Extra 1/2 line space above AL.

TEXT

TX general text	11/16 x 30 picas, Sabon. Use 1 pica paragraph indents, ligatures and modern figures throughout. Set on the tight side as indicated in design layouts.
H1 main subhead	10 pt. Gill San Bold Caps w/25 track, centered on text width. 48 pts. above B/B, 32 pts. below B/B. Following text opens flush left.
H2 level 2 subhead	11/16 Gill San Bold Italic Clc flush left on 1 pica paragraph indent.. Extra line space above. Following text opens with 1 pica paragraph indent.
H3 level 3 subhead	11/16 Sabon Italic Clc followed by period , en #, and run-in text. Extra line space above.
EXT prose extract	10/14 x30 pi, Sabon. Indent 2 pica left and right. Paragraphs indent an extra pica. Extra line space above and below.
EXLI extract list	(ms. p. 164) 10/13 x 30 pi, Sabon. Indent 2 picas left and right. Extra 3 pts. leading between listings. Extra line space above and below EXLI.
LI list	(ms. p. 141) 10/15 Sabon Clc, align at left, centered on longest line. Extra line space above and below LI.
EQ equation	10/14. Sabon, centered on text width. Extra line space above and below EQ.
BL bulleted list	11/15 x 30 pi, Sabon. Indent 1 pica at left. Each new listing opens with 9 pt. Sabon bullet and space so that all BL text indents 2 picas at left. Extra 2 pts. leading between listings. Extra line space above and below BL. paragraph indents within BL are an extra pica. Extract within BL (BLEX, ms. pp. 49-50) indents an extra pica left and right.
CC chapter callouts	10 pt. Gill San Bold w/10 track centered in screened (10%) box 3pts. space around type. First box is positioned 4-1/2 pts. to the outside of text area, with boxed type aligning with appropriate text line baseline. Multiple boxes on same line have 3 pts. space between boxes. (Roman numerals will probably need horizontal serifs added.)
ECQ end-of-chapter quotes	same specs as CEP with Rule 18 pts. space above quote rather than below.
ECQ/SN ECQ source	same specs as CEP/SN. ECQ/ECQ/SN always ends a chapter.

TEXT *continued*

EB exercise box	word "EXERCISE" in 12 pt. Gill San Bold Caps w/25 track drops out to white, centered in black bar 30 picas wide and 2p3 picas high. Exercise description 12/16 x 28 picas Gill San Light Clc. Centered in screened (10%) box 30 picas wide and exceeding total description type height by 1 pica (top and bottom). screened box butts black panel. 18-24 pts. space above and below EB.
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FRONTMATTER

Advance praise	(see design layouts) 12/15 x 30 pi Gill San Light Clc. Sources flush right in 10/13 Gill San Bold Clc for names, GillSan Light for affiliations. 15 pts. space between quote and source. Extra 15 pt. line space between quotes.
BEP book epigraph	same specs as CEP, with first baseline positioned 18 picas below top trim.
BEP/SN BEP source	same specs as CEP/SN.
Title Page:	see design layout for screened rectangle specifics.
TI title	40/48 Gill San Light Clc, centered lines. First TI " baseline sinks 12 pi below top trim.
STI subtitle	12 pt. Gill San Bold Caps w/25 track, drops out to white. Centered in balck panel 30 picas wide and 4p3 picas high. Baseline of STI sinks 21 picas below top trim.
AU author	12 pt. Gill San Bold Caps w/25 track, centered 27 picas below top trim to baseline.
www web address	18 pts. below AU to centered web address in 10 pt. Gill San.
Logo	art
PUB publisher	10/14 Gill San Light Clc, centered lines. Bottoms out 6 picas above bottom trim.
COP copyright info	to come
Table of Contents:	Use FMH with appropriate black and screened rectangles. Lisitings begin with appropriate baseline of CO/TX opening. No hypehantion. No running head/folio or drop folio.
TOC-1 fm & bm listings	11/17 Gill San Light small caps w/10 track, flush left on 7p6 pica indent from text left. Listing followed by leader dots up to flush right page reference—all in 11 pt. Gill San Light.

FRONTMATTER *continued*

TOC-2 part number/title	10/17 Gill San Bold small caps (PN) and Caps (PT) w/20 track. PN and PT are separated by bullet with 6pt. space on either side. Bullet is flush right on 7 pica indent from text left. PT is flush left on 7p6 pica indent from text left. Extra line space above PN/PT. PT is followed by leader dots up to flush right page reference—all in 11 pt. Gill San Light.
TOC-3 chapter number/title	11/17 Gill San Light Clc. CN is flush left on 7p6 pica indent from text left (clear for double digit chapter numbers) followed by word space, bullet, word space, CT, leader dots, and flush right page reference.
FMLI frontmatter list	(in Preface) Part listings open with PN/PT in 10 pt. Gill San Bold Caps w/20 track followed by colon and listing description in 11/15.5 x 30 pi Sabon Clc. Chapter listings indent 1 pica at left and open with CN/CT in 11 pt. Gill San Bold Clc followed by colon and listing description in 11/15.5 x 30 pi Sabon Clc. Extra 4 pts. leading between listings. Extra 1/2 line space above and below FMLI.

BACKMATTER

BMH backmatter head	same specs as FMH
BMH1 bm subhead 1	9/12 Gill San Bold Caps w/25 track, centered. 36 pts. above B/B, 24 pts. below B/B.
BMH2 bm subhead 2	9/12 Gill San Bold Clc, flush left on 30 pi text width. 24 pts. above B/B, 18 pts. below B/B
BMTX backmatter text	9/12 x 30 pi, Sabon. BMTX opens flush left, thereafter use 1 em paragraph indents.
BN backnotes	9/12 x 30 picas, Sabon Clc. Use modern font figures followed by period and en#. Clear for double digits. Runovers align on 1 pica indent at left.
BIB bibliography	9/12 x 30 pi Sabon Clc. Runovers align on 1 pica indent at left.

TABLES & FIGURES Whenever possible tables & figures are positioned at the top of the text area. Tables & Figures that are less than 30 picas wide are centered overall on the 30 pica text width. 2 pica space between Table or Figure and element above or below. See marked-up layouts and manuscript.

TN/TT table number/title	9 /12 Gill San Bold small caps (words "Table" or "Figure") w/10 track
FN/FT figure number/title	followed by Table/Figure number, period, en#, and Title in Gill San Bold Clc, centered overall on table or figure width.
TST table/figure subtitle	9/12 Gill San Light Clc, centered on table width. Extra line space above. 12 pts. B/B below to CH1.
CH1 column head 1	8 pt. Gill San Light Italic Clc, centered over column body. 9 pts. B/B below to CH2.
CH2 column head 2	7/8 Gill San Light Clc, centered over column body. 20 pts. B/B below to TB.
TB table body	9/16 Gill San Light centered on column width, with digits and decimal points aligning vertically. Table body text in 8/9 Gill San Light Clc x column width, rag right. Minimum 18 pts. space between columns.
TSN table source	7/9 Sabon x table width. Words "source" and "note" in small caps w/10 track followed by colon and en space. Runovers align on 1 em indent at left.
FSN figure source	
CSN cartoon source	1/2 pt. rule x table width vertically centered between TB and TSN
CART cartoon title	10 pt. Gill San Bold Clc, centered on picture width. 30 pts. above B/B, 12 pts. space below.

The following general figure specs (along with a sample figure) are to be sent to Bill Nelson:

- Do not exceed the 30 pica text width. Figures may be narrower than 30 picas (centered).
- Use Gill San throughout. The sample that I'm sending uses 8/10 Gill San Bold Caps w/25 track for headings and 8/10 Gill San Bold Clc w/10 track for text. All lines are centered within various shapes.
- The sample uses a 1/2 pt. box frame screened @ 10% black. Try to conform to this model throughout.
- Most panels, rectangles and ovals are screened @ 10% black
- You need not worry about the Figure numbers, title, or sources. Dave will be set them here.